

Membership Committee



Randall Furrow, Chair

Wednesday, April 9, 2008
5:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th floor, Joshua Room

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Meeting Minutes

Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT Barr Jenkins EX Charlton Wilson AT Fernando Kitcheyan EX John Hasna

AT Larry Stähli AT Randall Furrow AT Ron Hill

Guests

Jared Vega

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Randall Furrow determined that quorum was established, with four of seven members present at 4:05 pm.

Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes from the March 12, 2008 meeting. John Sapero noted that the meeting date was incorrect. No other corrections were voiced.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

MEETING MINUTES *continued*

Committee Chair update

Randall Furrow discussed that Kelli Houston, Vice Chair of the Membership Committee, has resigned from the Planning Council to attend law school.

Recognition dinner planning

Randall Furrow discussed that the dinner has been sponsored, and will take place on Thursday, June 19th, from 4:00 pm to 6:00 pm at Sam's Café restaurant at Biltmore Fashion Park. Dr. Doug Cunningham will be the speaker for the event.

The committee discussed activities that should occur at the event. Awards presentations and an overview of the Council's successes were mentioned as potential activities and a consensus was reached to add these topics to the agenda.

Training Survey development

Randall Furrow discussed that John Hasna had provided a draft of a brief training survey to present to Planning Council members. The committee reviewed the document, and discussed possible training sessions:

- Overview of HRSA - what the agency does and how it operates
- Update on changes to the Ryan White Treatment Modernization Act
- Roles and responsibilities of Council members and an overview of the activities of each committee.

After further discussion, the committee determined to review the document provided by John Hasna and discuss this agenda item at the next meeting.

New member orientation development

Randall Furrow discussed that the slide presentation for the new member orientation was provided in the meeting packet, and that he, Jared Vega and John Hasna and Planning Council Support staff would schedule a workgroup meeting to revise the presentation and agenda for the orientation.

John Sapero related that the existing presentation could be presented as-is, as there were several newer members who had not attended an orientation. The committee determined to present PC 101 on Tuesday, April 29, from 6:00 pm to 7:30 pm.

Exit Interview development

Randall Furrow discussed that John Hasna had developed a revised draft of an exit interview to present to resigning Council members. Randall reviewed the document, and discussed that it was important for the Membership Committee to know why individuals might resign. Ron Hill discussed that the current document was too long and not engaging.

Fernando discussed that part of the utility of the exit interview was to help with strategic planning for Council activities. He related that it was important to find out if departing individuals felt the Council

MEETING MINUTES *continued*

was fulfilling its roles and responsibilities and moving forward toward goals. He also wanted to learn how engaged people felt in their participation.

The committee continued revisions to the draft document. Randall Furrow asked each member to review the document before the next meeting, and asked Planning Council Support to forward the document to Kelli Houston for her thoughts.

Determination of agenda and action items for the next meeting

Agenda Items for the next meeting (other than standard agenda items for this committee):

PC 101 development
Review of the Exit Interview process
Training Needs Survey discussion

Action Items to be completed by the next meeting

Task	Assigned To
Send Exit interview draft to Kelli Houston	John Sapero
Schedule PC 101 for April 29, 2008	John Sapero
Review PC 101 slide deck	All
Review exit interview	All

Current events summaries

No current events were voiced.

Call to the public

John Sapero discussed that AIDS Walk 2008 will take place on Sunday, October 5, 2008.

Determination of executive session

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stähli moved to go into executive session to discuss the following items confidentially:

- Review the current membership profile to ensure appropriate representation on the Council, as mandated by HRSA and the Planning Council Bylaws;
- Determine current members who are at risk of voluntarily resigning from the Council or any committee due to excessive absences, and what action to take;

MEETING MINUTES *continued*

- Review of applications for membership to the Council, including re-applications from existing members and alternate designations;
- Determination of applicants to be interviewed;
- Review of completed interviews to determine recommendations for appointments and committee assignments;
- Determination of any recruitment strategies needed to meet membership goals.

Ron Hill seconded.

DISCUSSION: None.

OUTCOME: The motion passed and executive session began at approximately 5:10 pm.

The executive session ended at 5:30 pm. Randall Furrow related that the committee had reviewed an application submitted by Juan Carlos Perez.

MOTION: Larry Stähli moved to interview Juan Carlos Perez. Ron Hill seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Adjourn

The meeting adjourned at approximately 5:31 pm.